

This positions is being advertised under both Delegated Examining and Merit Staffing Procedures.

TITLE, SERIES, GRADE: Paralegal Specialist, GS-0950-9/11

SALARY RANGE: GS - 9: \$42,955 - \$55,846 per year (includes locality pay)
GS-11: \$51,972 - \$67,567 per year (includes locality pay)

TYPE OF APPOINTMENT: Permanent Full-time

PROMOTION POTENTIAL: GS-0950-11

VACANCY ANNOUNCEMENT NUMBER: 06-SDIL-04

OPENING DATE: 01/3/2006 **CLOSING DATE:** 01/17/2006

DUTY LOCATION(S): United States Attorney's Office Southern District of Illinois,
Fairview Heights, Illinois

NUMBER OF VACANCIES: One (1) position. (If additional vacancies become available additional selections may be made without further competition).

CONTACT:

Name: Donald L. DeNike
Phone #: (618) 622-3868
TDD #: (618) 628-3826

Send your application package to:

US Attorney's Office
ATTN: Donald L. DeNike
Nine Executive Drive
Fairview Heights, IL 62208

Applications must be postmarked by the closing date OR received by 5:00 P.M. on the closing date. Applications submitted using government postage, internal Federal government mail systems, or fax will not be considered.

WHO MAY APPLY: Any U.S. Citizen, including well-qualified surplus and displaced Federal employees in the local commuting area.

DUTIES:

Performs affirmative civil enforcement (ACE) programmatic duties encompassing all aspects of ACE activities within the United States Attorney's Office (USAO). In this regard, develops

policies and procedures to be followed by attorney and support staff in fulfilling mission requirements in the ACE area. Additionally, personally performs the most complex paralegal research and support assignments relating to affirmative civil enforcement, including civil fraud statutes, civil penalty statutes, and the Mail Fraud Injunction Statute. Such assignments are typically originated by attorneys based on the incumbents' recognized expertise in the ACE program. Work requirements include analysis and evaluation of internal and external operations and making recommendations for change in litigation and support operations. Represents the USAO and Department of Justice (DOJ), to Federal, State, and local law enforcement conferences and working groups. Identifies and develops solutions to all aspects of the Affirmative Civil Enforcement program and problems. Primarily responsible for managing all aspects of the ACE program from education of personnel from referral agencies on the statutory requirements of civil fraud prosecutions to providing litigation case management and organizing complex, document and date intensive cases for courtroom presentation.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

To qualify for the GS-9, applicants must have one year of specialized experience equivalent to the GS-07 level and/or directly related graduate education as follows: 1) master's or equivalent graduate degree; 2) two full years of progressively higher level graduate education leading to such a degree; or 3) LL.B. or J.D. To qualify for the GS-11, applicants must have one year of specialized experience equivalent to the GS-09 level and/or directly related graduate education as follows: Ph.D. or equivalent, 3 years of progressively higher graduate education leading to such a degree, or LL.M. if related. Specialized experience is defined as preparing, analyzing, and processing legal documents such as, complaints, briefs, and advisory opinions; performs legal research of relevant statutes and precedents related to affirmative civil enforcement.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

- A) Ability to analyze legal issues and conduct legal research.
- B) Ability to draft legal documents and correspondence.
- C) Ability to communicate orally.
- D) Knowledge of the litigation system to include court rules, processes, and procedures.

E) Skill in the use of office automation software/hardware and automated legal research/case management systems.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm>.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an

Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which they are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized..

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required.